



**2020-2021  
Student and Family  
Handbook  
K-8**

*All Roads Lead to College - and Beyond*



1900 N. Lobdell Blvd.  
Baton Rouge, LA 70806

## **GEO Prep Mid City Administrative Team for 2020-2021**

**Sandra Douglas, Chief Academic Officer**

**Ms. Shirlon Clay, Deputy Academic Officer**

**Ms. Christina Kelly, Principal**

**Ms. Kimberly Baker, Associate Principal-K-1<sup>st</sup> Grade**

**Ms. India Turner, Associate Principal – 3<sup>rd</sup>-5<sup>th</sup> Grade**

**Mr. Larry Minor Associate Principal – 6<sup>th</sup> – 8<sup>th</sup> Grade**

**Phone Contact Number: 225-236-9333**

**GEO Prep Mid-City of Greater Baton Rouge is a free public charter school serving students from kindergarten through 8th grade and is committed to ensure that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.**

### **PANTHER PAWS**

1. **Prepare**
2. **Attend**
3. **Work**
4. **Succeed**

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Dear Students and Families –

Welcome to GEO Prep Mid City K-8 School of Baton Rouge, a proud member of the GEO Foundation family of schools. We are glad to have you!

Our schools are dedicated to providing the highest quality education to all students. While many schools say that, to us it means finding extraordinary teachers, equipping them with the latest technology, and training them well on the techniques and curriculum that provide you with the best chances of success. We want to see you excel!

Thank you again for choosing our school to help you with your educational journey. We pledge to give you our best every day, and in return, we expect you to give us your best, too.

Have a wonderful school year!

A handwritten signature in black ink, appearing to read "K. Teasley". The signature is fluid and cursive, with a large, stylized "S" at the end.

Kevin D. Teasley, Founder and President  
GEO Foundation and GEO Prep Academy of Greater Baton Rouge

# Principal's Welcome Letter

Dear Parents and Families of GEO Prep Mid City K-8 School,

On behalf of our *Chief Academic Officer, Mrs. Sandra Douglas, Deputy Academic Officer Ms. Shirlon Clay, Principal Mrs. Christina Kelly, Associate Principals: Ms. Kimberly Baker, Ms. India Turner, Mr. Larry Minor, and the GEO Mid City staff*, we would like to welcome you to a another new and exciting year at GEO Prep Mid City K-8<sup>th</sup> Grade School. To those of you who are returning to us, thank you for your continued support of GEO Prep Mid City. To our new parents and scholars, thank you for choosing the GEO Prep Mid City campus.

My name is Mrs. Christina Kelly, I am delighted to be appointed Lead Principal at GEO Prep Mid City. It was an honor to work under our former Lead Principal Mrs. Thelemese Porter. GEO Prep Mid City has grown tremendously under her leadership and it is my mission to ensure that we meet or surpass the goals that are set for us. I am honored to have the opportunity to lead a school with such persevering students, an extremely dedicated staff, and a supportive school community. I feel very fortunate to be part of this school and to support the incoming 2020-2021 scholars and families. I am thrilled to bring my 13 years of experience, my willingness to learn, and my team-centered approach to GEO Prep Mid-City.

This year, we will continue to put forth our best effort toward achieving success by developing our students emotionally, academically and socially in the coming year. We will work even harder this year to achieve the growth targets established for each student. We need your continued support to achieve this goal. We can do it!

Please work hard each day to make sure your child arrives at school Virtual and Face to Face on time. He / she is expected to complete all assignments and demonstrate model behavior. This is going to be a great and exciting year of learning!

I am honored and pleased to be your Principal and will be working with our Associate Principals to ensure that all students learn in a safe and orderly environment. I believe that great schools are the result of administrators, teachers, parents, students, and the community working together. I will be reaching out to you for your support in assisting us in providing high quality instruction to ensure that all of our scholars are ready for the next grade level as they prepare for college and beyond in this 21<sup>st</sup> Century.

Our instructional program will continue to offer a teacher and teacher assistant in each English Language Arts and mathematics classroom, a standards based curriculum that promotes both literacy and numeracy, interactive technology designed to engage and personalize learning for each student, as well as access to enrichment programs and clubs. We are equipped with a full-time counselor, physical education teachers, music, computer, and other enrichment courses.

Thank you for the opportunity to serve your family and please do not hesitate to ask questions or communicate with me to share your ideas.

Sincerely,

Mrs. Christina Kelly, Principal  
GEO Prep Academy Mid City K-8 School

4 Independence Day  
 7-9 Administrator's Retreat  
 13-24 Instructional Staff PD  
 31 Parent Virtual Orientation  
 10:30AM & 5:00PM

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Employees Return  
 3-4 Students Chromebook Pickup  
 8:00AM – 3:00PM  
 6 First Virtual Day for Students

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Open House @ 6:00PM  
 7 Labor Day  
 8 Frist Face to Face Day for Students  
 9 Progress Reports go home  
 11 Grandparents Day Program @ 8:30AM

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6-9 Homecoming Campaign Week  
 8 End of 1<sup>st</sup> Nine Weeks  
 9 Parent/Teacher Conferences & Professional Development  
 (Scholars do not attend)  
 12- Fall Break (No school for Scholars and Employees)  
 14 Report Cards go Home  
 16 Boss's Day  
 19-23 Homecoming Week  
 22 Honors Program  
 K-5<sup>th</sup> @ 8:30AM  
 6<sup>TH</sup>-8<sup>TH</sup> @ 10:30AM  
 23 Coronation Ball 6:00-8:00PM

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 K-1<sup>st</sup> Thanksgiving Luncheon  
 K @ 10:00AM – 1<sup>ST</sup> @ 10:15AM  
 18 Progress Report  
 19 Literacy Night 5:30 – 6:30PM  
 23-27 Thanksgiving Holiday – (No school for Scholars and Employees)

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17 Christmas Door Contest (Staff)  
 18 End of 2<sup>nd</sup> Nine Weeks-End of 2<sup>nd</sup> Nine Weeks & 1<sup>st</sup> Semester  
 18 Christmas Parties (Classrooms)  
 21-31 Winter Break (No school for Scholars and Employees)

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-4 Winter Break (No school for scholars)  
 4 Employees In-Service  
 5 Scholars Return – Beginning of 2<sup>nd</sup> Semester  
 6 Report Cards go Home  
 18 M.L. King Day (No school for Scholars and Employees)  
 21 100 Day of School

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3-7 School Counselor Week  
 5 ELA/ Social Studies LEAP Night @ 5:30-6:30PM  
 10 Progress Reports go Home  
 15-16 Mardi Gras Holiday (No school for Scholars and Employees)  
 18 Math & Science LEAP Night @ 5:30-6:30PM  
 26 Black History Program @ 8:30 AM

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 End of 3<sup>rd</sup> Nine Weeks  
 10 Report Cards go home  
 Early dismissal @1:00.  
 12 Family Math Night @ 5:30-6:30PM  
 25 Honors Program  
 K-5<sup>th</sup> @ 8:30AM  
 6<sup>TH</sup>-8<sup>TH</sup> @ 10:30AM  
 29-31 CBT Grades 5<sup>th</sup>-8<sup>th</sup>

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Good Friday (No school for Scholars and Employees)  
 5-9 Spring Break (No school for Scholars and Employees)  
 14 Literacy Night @ 5:30-6:0030PM  
 21 Administrative Assistant Day  
SPRING TESTING DATES  
 21-27 – LEAP PBT Grades 3<sup>rd</sup>-4<sup>th</sup>  
 1-30 - CBT Grades 5<sup>th</sup>-8<sup>th</sup>  
 28 Progress Report go Home

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 Teachers Appreciation Week  
 6 Nurses Day  
 7 Field Day  
 14 8<sup>th</sup> Grade Prom  
 18-20 Early Dismissal @ 1:00PM  
RECOGNITIONS PROGRAMS  
 17 K @ 8:30AM – 1<sup>ST</sup>-4<sup>TH</sup> @ 1:00PM  
 18 5<sup>th</sup> @ 8:30 AM  
 19 6<sup>th</sup>-7<sup>th</sup> @ 8:30AM  
 19 8<sup>th</sup> @ 6:00PM  
 20 Last day for scholars/Report Cards go Home.  
 21 Last Day for Teachers

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-24 Summer Enrichment

## NONDISCRIMINATION POLICY

No school owned or operated by GEO Academies shall discriminate against any student, teacher, or employee on the basis of race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation.

Furthermore, our schools admit students of any race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Our schools do not discriminate on the basis of race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic or other school administered programs.

### MISSION STATEMENT

**“BELIEVE”**

### VISION STATEMENT:

**We will ensure that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student**

**SCHOOL CONTACT INFORMATION**

Front Office..... 225-236-9333

**Breakfast for Students** **7:35a.m. – 8:00am**

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**SCHOOL HOURS**

**Monday – Friday** 7:45 a.m.– 3:20 p.m.

**TEACHERS REPORT**..... 7:30A.M.- 3:35p.m.

**EXTENDED DAY HOURS**

**Monday – Friday** .....6:30 AM - 5:00PM

**Morning Care**

- Students may arrive to school for morning care as early as 6:30 AM. After Temp checks they will enter through the gym doors of the school, must report directly to their class. All other students must report directly to breakfast at 7:30 a.m. Breakfast is served from 7:35 AM-8:00AM.
- Classes begin promptly at 7:45AM. For the first group of students to arrive, the 2<sup>nd</sup> group Will begin instructions. Students are considered tardy at 7:50 AM. If a bus is late, bus excuses will be given to students riding the bus as they leave breakfast.

**Exiting the building after school**

- Students must leave the school building immediately following our 3:20 PM dismissal unless under the direct supervision of a teacher for extended day.
- Buses will be loaded by color. Students should not run or play, but must go directly to their assigned bus.
- If students are staying for after-school activities, they will remain in their after-school classroom where they will receive a snack and instruction will begin by 3:35 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

**After Care pick up:**

Students are expected to be picked up by 5:00 PM. Or \$1.00 per minute will be charged. Scholars not picked up by 5:15 p.m. will be charged a late fee. At 5:15 p.m. Parents must wait in the carpool lane, students will be called to come out. Payment will be due within 10 days of the invoice. The charge will be \$1 per minute.

- **IF PICKING UP AND/OR DROPPING OFF AT ANY OTHER TIME:** When a student comes to school at a non-standard pick up and/or drop off time, the student must be brought to or picked up at the front office by an authorized adult and signed in or out. Their temperature will be taken, classroom checkouts are not allowed.
- Students who are not enrolled in Extended Day, will not be allowed to sit in the office and wait for a parent.



## SCHOOL ATTENDANCE

A student's attendance is essential to learning. Every student and parent has the responsibility to ensure that the student is attending class regularly in order to take full advantage of the educational opportunities offered by GEO Prep. To support academic growth, the school has put in place the following attendance policies and procedures:

**Time Missed from School** – A student is considered to be absent – either for a full day, for being late to school (past 7:50 a.m.), or for leaving early – when time away from school occurs. Such absences, tardies, or early release times may be considered excused or unexcused under the following conditions:

**Excused:** a student is considered to have an excused absence under the following conditions:  
**The parent calls the school's front office before 8:30 a.m. on the day of the absence to report the nature of the absence for the following reasons:**

1. Death in the immediate family
2. Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, etc., required upon return to school
3. Personal illness or injury
4. Major religious holiday
5. Early releases also require a parent to come to the front office and sign the student out on the day of the release.

A student who is absent from school on a given day **may not** participate in any extracurricular activity on that day.

Students may not be brought to school after 9:00 a.m. without presenting a valid excuse from a doctor. Students who have not entered by 9:00 a.m. are considered absent and will not be admitted after that period. Parents who consistently bring their students after this period will be reported to local school attendance authorities.

**Unexcused:** Any absence, lateness, or early release that does not meet the above conditions shall be considered unexcused.

### **Consequences:**

- a. After three (3) days of cumulative absence due to an illness (excused or unexcused), a doctor's statement or other verification will be required upon the student's return to school.
- b. After five (5) days of cumulative absences (excused or unexcused), a conference between the student, the parent, and the principal will be required to assess the reasons for absences and the impact the absences are having on the student's academic work.
- c. After seven (7) days of cumulative absences (excused or unexcused), a certified letter will be sent to the parent/guardian indicating that additional absences could jeopardize the student's enrollment at GEO Prep Mid City.
- d. At ten (10) days of cumulative absence (excused or unexcused), the student will be considered a "habitual truant" and will be recommended for expulsion.

**MAKE-UP WORK:** If a student is to be out of school for an approved extended absence, it is his/her parent/guardian's responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made-up. In all absentee cases, class assignments must be completed within the time specified by the teacher to receive credit.

## **BULLYING**

We insist on a professional, safe, and respectful environment at GEO Prep Mid City.

**DEFINITION OF BULLYING (AS PROVIDED IN ACT 861 OF 2012):** Bullying of any kind, towards students, teachers, staff, or others, will absolutely NOT be tolerated. Bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or any other oral, written, or physical actions that make our school feel like an unsafe place. Bullying is prohibited within our building, on our buses, and to and from school events or field trips.) **Bullying is also prohibited on all student social media sites, including, but not limited to Facebook, Twitter, Tumblr, Instragram, or any other social media site. Students who engage in bullying on social media sites outside of school are still subject to all disciplinary policies, up to and including suspension and expulsion.**

**\*\*Each student will be required to sign the GEO Prep Mid City Anti-Bullying pledge.\*\***

**Bullying is the act of one person, or a group of people, intentionally doing things to hurt someone else by performing one or more of the following actions:**

**1. VERBAL BULLYING**

Insulting, belittling comments and name-calling; hurtful teasing, threatening forcing someone to do things; making degrading remarks about a person's race, religion, ethnicity, ability or sexual orientation

**2. SOCIAL BULLYING/ISOLATION**

Playing mean or embarrassing jokes or tricks.

Saying mean things about someone-spreading rumors; never letting someone join in activities; excluding others to make you feel important

**3. PHYSICAL BULLYING**

Hitting, kicking, pushing, shoving and spitting; knocking a person books/belonging out of arms; blocking a path, tripping someone and obscene gestures; running into someone deliberately

**4. CYBER BULLYING**

Posting another person's picture, in a group or an Individual photo, on any form of technology without that person's permission is **illegal**.

LOUISIANA HOUSE BILL 1259 reads: "*Cyber bullying is the transmission of any electronic textual, visual, written or oral communication with the malicious and willful intent to coerce, abuse, torment or intimidate a person under the age of eighteen.*"

**FACT: Cyber bullying is a crime in the state of Louisiana.**

*Posting another person's picture, in a group or an individual photo, on any form of technology without that person's permission is **illegal**.*

GEO Prep Mid-City Middle School has a zero-tolerance policy on bullying. Bullying prevention lessons are taught through our homeroom / 1<sup>st</sup> block. Students are encouraged to report any incidents that involve bullying.

It is the responsibility of every student to reduce the risk of *violence* by demonstrating mutual respect and a caring attitude toward one another.

An individual is bullied whenever he/she is exposed repeatedly to negative actions on the part of others, which involves harm to that individual's person, self-esteem and/or peer acceptance.

Any intentional gesture whether written or verbal, or a physical act that a reasonable person under the circumstances should know will have the effect of harming a student, damaging his/her property or placing a student in reasonable fear will result in disciplinary action.

It is the final authority of the principal to determine the level of disciplinary action based upon the facts.

### **Rules Against Bullying**

1. We **will not** bully others.
2. We **will** help students who are bullied.
3. We **will** include students who are easily left **out**.
4. When we know somebody is being bullied, we **will** tell an adult at school and an adult at home.



### **POLICY ON HAZING**

GEO Prep Mid-City School seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. Hazing of or in any form is prohibited. Hazing is a very serious offense. Hazing is any intentional, knowing or reckless act committed by a student, alone or in concert with others, directed against another student which:

1. Endangers the mental or physical health or safety of a student.
2. Substantially or seriously demeans, degrades or embarrasses a student.

Students may be subject to serious disciplinary action including recommendation for expulsion should that student/s:

1. Engage in hazing.
2. Solicit, encourage, direct, aid or attempt to aid another student engaging in hazing.
3. Intentionally or knowingly permit hazing to occur.

4. Have firsthand knowledge of the planning of a specific hazing incident involving a student OR has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the appropriate school personnel

## Bullying Notification Report to Parents

To the Parents of: \_\_\_\_\_ Date: \_\_\_\_\_

ID# \_\_\_\_\_

**This letter is to inform you that your child has been involved in a report of a bullying incident.**

\_\_\_\_\_ A report has been made that alleges your child as a perpetrator of bullying.

\_\_\_\_\_ A report has been made that alleges your child as a victim of bullying.

\_\_\_\_\_ A report has been made that alleges your child your child as a witness, bystander and/or complainant of bullying.

This is to notify you that Louisiana Revised Statute R.S. 17:416 and the GEO Prep Mid City School and the GEO Prep Mid City School District Bullying Prevention Policy prohibits bullying of a student by another student **on school property, at a school-sponsored activity or event off school property; or on a school bus.**

Bullying by electronic means is also prohibited.

Bullying is defined as: Definition of Bullying: A pattern of one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Please discuss this incident with your child or call the school if you need further assistance or information. An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter School.

School Phone: 225-236-9333

Parent/Guardian Signature: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

### **CAFETERIA**

**All meals during the 2020-2021 school year will be served free of charge to all students, from their classrooms.**

*Chartwell Food Services* will provide quality breakfast and lunch for our students. The menus will be distributed on a monthly basis and posted in the lunch area. Students may bring their lunch to school if they choose to do so. If students are bringing lunch from home, it should be brought by the student that morning or prior to their assigned lunch time. Note: Food cannot be heated at school. If parents chose virtual learning, meals can be mailed to your home weekly.

### **CELL PHONE/ELECTRONIC DEVICES**

No student may use a cell phone/electronic device on school property during the hours of 6:30 AM-5:30 PM. During school hours cell phones/electronic devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone/electronic device may include, but not be limited to, text messaging, taking pictures or watching videos, playing games, and listening to music. Students using or having cell phones/electronic devices visible during the school day shall have their cell phone/electronic device confiscated. School personnel and/or administration are not responsible for the loss or damage of any cell phone/electronic device brought onto school property. In cases where a cell phone/electronic device is lost or stolen, school personnel will not investigate. Confiscated devices will be returned only to a parent or guardian. Additional cell phone/electronic information is found under Discipline Philosophy.

*NOTE: Classroom telephones are to be used only with teacher permission and under direct teacher supervision.*

### **CHANGE OF PERSONAL INFORMATION**

If a student changes his/her name, telephone number, or address, the parent must report the new information promptly to the front office, by completing a change of records form. The telephone number is 225-236-9333.

### **CHILD PROTECTION GUIDELINES**

1. All adult employees and volunteers must pass a national criminal background check, including all applicable sex-offender registries, prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth and/or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity and/or program involving minors at GEO Prep.
3. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. Any situation where one person is alone with a child or youth **must** be avoided.
4. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.

### **COMMUNICATING WITH THE SCHOOL**

We believe that parents should be actively involved in the school. It is our intention to provide timely information in the areas of program, curriculum, special events, procedures, policies, etc. A school newsletter, weekly behavior charts, and communications with individual teachers will be the primary sources of school news. You are encouraged to contact us by:

- Emailing the teacher
- Writing a note. It is the student's responsibility to share all parent notes with the teacher.
- Calling the school to leave a message for the teacher. All calls will be returned within a 24-hour period.

You can also find pertinent school information on our website at: [www.geoprepmc.org](http://www.geoprepmc.org)

### **DISCIPLINE PHILOSOPHY**

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically. Our goal is to establish an educational climate that is safe, secure and orderly. Students are expected to behave in a manner consistent with allowing the learning process to proceed efficiently. This means that students' behaviors must show consideration for other students, faculty and staff. Behavior which inhibits the learning of others or negatively affects their safety will not be tolerated and will result in consequences appropriate to the offenses committed.

### **GEO PREP MID CITY DISCIPLINE GOALS**

- To help students develop self-respect
- To help students develop respect for others and their property
- To help students see the need for self-discipline
- To guide students in making choices which will lead to improved behavior and academic success

### **DISCIPLINE ACTIONS:**

Some students make choices which require the use of punitive actions. When this is the case, consequences such as detention, suspension, or expulsion may result.

### **RECESS, ANCILLARY and SATURDAY DETENTION: (Not during phases 1 or 2)**

This year, we will be instituting recess or activity detention. This means that a student will report to a designated place for the entire recess or activity. Students will be under the direct supervision at all times

### **SUSPENSIONS and EXPULSIONS:**

Your child will be suspended if he or she habitually breaks school rules. Students will be provided classwork for the period they are suspended from school. Whenever possible, the school will provide in-school suspensions for non-major offenses. All assignments missed due to suspensions are to be made up within five school days (5) or the student will earn an F for the assignment.

Expulsion hearings are conducted for very serious offenses. Parents will be notified in writing if and when an expulsion hearing has been scheduled.

## Discipline Steps and Procedures

VIOLATION	PROCEDURE FOR CORRECTION
<p><b>Dress Code violation:</b> Not in complete uniform for school/classes</p>	<p>(1) <b>First offense:</b> Parents will be contacted and warning letter (warning) will be sent to the parent/guardian with the requirement and it should be signed and returned the following day. <b>Parent must bring required uniform.</b></p> <p>(2) <b>Second offense:</b> Behavior Interventionist will contact parent/guardian to bring appropriate clothing for student.</p> <p>(3) <b>Third offense:</b> Refer to guidance office.</p>
<p><b>Classroom disruption:</b> Failure to follow rules. Constantly disruptive and interrupting class.</p>	<p>(1) <b>First offense:</b> The student will lose special privileges including recess, ancillary, clubs, or field trip.</p> <p>(2) <b>Second offense:</b> The parent is contacted and student sent to TOR.</p> <p>(3) <b>Third offense:</b> Parent/guardian conference with Behavior Interventionist to develop a behavior plan.</p> <p>(3) <b>Third offense:</b> Parent conference with Principal for possible suspension.</p>
<p><b>Fighting:</b> Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds. <b>GEO Prep Mid City has a Zero Tolerance Policy for fighting.</b></p>	<p style="text-align: center;"><b><u>Depending on severeness:</u></b></p> <p>(1) <b>First offense:</b> The student will spend time out of school for fighting. The first fight, 1 to 3 days.</p> <p>(2) <b>Second offense:</b> At least 3, but not more than 5 days of out of school suspension with the requirement that the parent/guardian return to school with the student for conference.</p> <p>(3) <b>Third offense:</b> 6 or more days suspension and possible hearing for expulsion.</p>
<p><b>Vandalism:</b> Damage of school property</p>	<p>(1) <b>First offense:</b> Suspension, possible recommendation for expulsion.</p> <p>(2) Reimbursement or repair of damages.</p>
<p><b>Technology misuse:</b> Visiting unassigned site</p>	<p>(1) <b>First offense:</b> Suspension, possible recommendation for expulsion</p> <p>(1) <b>Second offense:</b> Reimbursement or repair of damages</p>
<p><b>Electronic devices during school hours:</b> (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>(1) <b>First Offense:</b> The parent must collect from the Principal on behalf of the student</p> <p>(2) <b>Second Offense:</b> Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity</p> <p>(3) <b>Third Offense:</b> Held until the end of the year-any item not collected within 2 weeks of the end of the school will be donated to charity</p>
<p><b>Theft of school property:</b></p>	<p>(1) <b>First offense:</b> Suspension, and possible</p>

Removing school property from a designated location without permission from school personnel	recommendation for expulsion (2) <b>Second offense:</b> Reimbursement or return of undamaged property.
<b>Cafeteria disruption:</b> Causing a disturbance in the cafeteria and not following the directives of staff members	(1) <b>First Offense:</b> Loss of privileges. Contact is made to parents. (2) <b>Second Offense:</b> Parent is informed, and student assigned to TOR.
<b>Obscenity/ profanity:</b> Using language that is offensive and profane in conversation.	(1) <b>First Offense:</b> Conference with Behavior Interventionist and parent is notified. (2) <b>Second Offense:</b> Parent Conference. (3) <b>Third Offense:</b> Assigned to TOR.
<b>Leaving designated area:</b> Leaving school grounds or classroom without permission	1) <b>First Offense:</b> Contact is made to parents 2) <b>Second Offense:</b> Assigned to TOR. 3) <b>Third Offense:</b> Parent Conference with Behavior Interventionist and Principal
<b>Horse playing:</b> Hitting another student, “excessive playing” outside of recess time	1) <b>First Offense:</b> Referral to office 2) <b>Second Offense:</b> Assigned to TOR. 3) <b>Third Offense:</b> Suspension for 1 to 5 days and create a Behavior Contract/Plan.
<b>SEVERE Violation, not limited to:</b>	
<b>DISCIPLINARY ACTIONS TO BE FOLLOWED</b>	
Use of or threat with a weapon, or any item that can be construed as a weapon: An act or action where the use of a weapon is implied or the verbal threat of the use of a weapon, including but not limited to such on social media	10-day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Using tobacco on school grounds at anytime; including school activities/functions	Possible suspension/expulsion after the completion of the investigation.
Possession of smoking materials	Possible suspension/expulsion after the completion of the investigation.
Sexual harassment: Unwelcome sexual advances, requests for sexual favors and/or inappropriate verbal/nonverbal conduct of a sexual nature, including such on social media	Possible suspension/expulsion after the completion of the investigation.



Bullying: Repeated acts or gestures including verbal, written, or physical acts committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm another student, including such on social media	Possible suspension, expulsion, arrest, and/or prosecution after the completion of the investigation.
Firecrackers and other explosives devices	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Possessing, using or transmitting alcohol, drugs, look-a-like drugs while on school property or attending a school function	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Attending a school function while under the influence of a controlled substance, drugs or alcohol	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Possession of drug paraphernalia	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Physical attack of a staff member	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Bomb Threats	Possible suspension/expulsion after completion of the investigation. Possible arrest.
Guns on school property	Expulsion/arrest.

In addition, a student may be suspended or expelled in unlawful activity on or off school grounds if:

(1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational; function; or

(2) The student's removal is necessary to restore order or protect persons on school property; Including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

\* The Principal and/or Academic Coach reserve the right to adjust the consequences on a case by case basis depending on the severity to which actions were committed.

\*\* If a student has been suspended from school at least ten (10) days, the student and parent will participate in an expulsion meeting and could lead to expulsion through due process.

\*\* Any student suspended from school is not allowed on school property until their suspension period is over. Any violation could lead to arrest for trespassing on school property.

## **EMERGENCY CLOSINGS**

It may be necessary for the school to close or delay opening because of severe weather conditions or other emergency situations. If a closing seems possible, you are requested to watch one of the local East Baton Rouge television stations for this information or check their websites. **You will be notified as soon as we have information to share.**

## **FIELD TRIPS (May be limited to virtual experiences due to Covid-19)**

Students will go on field trip within and outside the city limits of Baton Rouge as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used.

## **EXTENDED DAY**

Extended Day serves as a program for tutoring and strengthening academic skills daily. Students in grades Kindergarten through 8<sup>th</sup> grade students may participate beginning on the first day of school. Therefore instructional minutes are valuable. Students spend time working on homework or other academic needs. Behaviors, routines, and procedures are carried over to the Extended Day Program. Parents will be notified of all behavior concerns. There will be two warning letters and if a Scholar receives a third letter for behavior, he or she will be in jeopardy of being dismissed from the extended day Program. Letters will only be issued and signed by the Extended Day Coordinator and School Administrator. The Extended Day Program provides additional instruction in the areas of mathematics and English Language Arts and students are provided homework assistance. An Extended Day Application must be completed and approved for students to participate. Extended Day forms may be picked up in the school office. Parents must be committed to the program in order to participate.

The Extended Day evening ends at 5:00 p.m. and all scholars should be picked up by this time. At 5:15 p.m., any scholar remaining will receive a jeopardy of being dismissed from the program letter. There will be two (2) warning letters and the third letter will serve as a notice of being dismissed from the Extended Day Program. Classroom teachers are encouraged to teach Extended Day.

## **GRADING SYSTEM**

Teachers will enter grades into Power Teacher weekly. Parents will be provided with information and/or training on how to access and review their child's grades. Report cards will be sent home at the end of each nine weeks period. Scholars will receive a progress report card every 4 ½ weeks. **Please contact an administrator if grades are not being reported on a weekly basis.**

### **Grading Scale (K-8)**

<b>100% - 93%</b>	<b>=A</b>
<b>92% - 85%</b>	<b>=B</b>
<b>84% - 75%</b>	<b>=C</b>
<b>74% - 67%</b>	<b>=D</b>
<b>66% - 0%</b>	<b>=F</b>

## **MID-NINE WEEKS PROGRESS REPORTS AND NINE WEEKS REPORT CARDS**

- Progress Reports and Report Cards will be sent home according to dates specified on the school calendar.

## **FOUR AND ½ WEEK PROGRESS REPORT DATES**

<b><u>Send Home to Parents</u></b>
September 9, 2020
November 18, 2020
February 10, 2021
April 28, 2021

## **REPORT CARD DATES**

<b><u>Send Home to Parents</u></b>
October 14, 2020
January 6, 2021
March 10, 2021
May 20, 2021

**\*Report cards will be sent home with the students on the last day of school.**

### **HOMEWORK POLICY**

The business of your child's education is a joint venture that involves school personnel, students, and parents. Each has a vital role. Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Providing a place and time for study and letting your child know your expectation regarding homework is one of the most important ways for parents to be involved in school. GEO Prep students should expect a homework assignment to be given just about every night. Each student is required to carry a Student Planner. Homework is an essential part of the learning process and is part of the student's daily responsibility.

### **LOST AND FOUND**

All lost articles are turned in at the front office and students who have lost items of clothing, books, money, etc. should claim them there. Unclaimed items (including money) will be given to charitable organizations at the end of each semester. Parents are strongly urged to label all items of clothing, etc.

### **MEDICATION POLICY**

1. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician or other licensed prescriber licensed in Louisiana and such medication cannot be administered before or after school hours. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school, except such medications may be given at schools with assigned full-time Registered Nurses.
2. Possible medication exceptions to the general principle:
  - a. Behavior modification
  - b. Insect sting allergy
  - c. Anticonvulsant (e.g. Dilantin, Phenobarbital)
  - d. Asthmatic conditions
  - e. Insulin
3. Students shall not be allowed to have medications in their possession on the school grounds. Prescriptions are required for controlled substances and the possession of such prescriptions by a student at school, on the school bus, or other school function is prohibited except students shall be allowed to carry and possess auto-injectable epinephrine (e.g., Epipens) and asthma medication (e.g., inhalers) provided that:

- a. Written authorization/certification from the licensed medical physician or other authorized prescriber and from the student's parent or guardian are on file and communication with the prescriber has been established.
  - b. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision. The plan may include observation of the procedure, student health counseling, and health instruction regarding the principles of self-care.
  - c. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
  - d. The medication is handled in a safe, appropriate manner.
  - e. Such medication is transported to the school and maintained under the student's control in accordance with the school policy.
  - f. The Board of Education's policy on self-medication by students and the school Drug Free Zone policy permits.
  - g. The school principal and the school-employed registered nurse determine a safe place for storing the medication for the individual student. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
  - h. Some medication should have a backup supply readily available (such as an inhaler).
  - i. The student records the medication administration and reports unusual circumstances.
  - j. The school-employed registered nurse, and/or the designated employee monitors the student.
    - (1) Self-administration is included in the medication administration plan.
    - (2) The plan includes any or all of the following: teaching correct administration; reminding the student to take the medication; visual observation of the student taking the medication; recording the procedure; and notifying the RN, parent, or prescriber of any side effects, unusual occurrences, or noncompliance.
4. Prior to the administering of other medications during school hours, the following will be required.
- a. An order from a licensed medical physician or other authorized prescriber and parental consent. (Forms are available at each school).
  - b. Medication must be brought to the school by the parent or guardian.
  - c. The medication container shall contain clear instructions identifying the student's name, prescription numbers, if any, date, frequency, name of the medication, dosage, route, and physician's or other Louisiana-licensed prescriber's name.
  - d. At the beginning of each school year and anytime there is a change in medication, a new form from the physician or other licensed prescriber licensed in Louisiana must accompany the new prescription.
  - e. No more than one month's supply (twenty-five school days) of the medication shall be kept at school.
5. This policy is in compliance with La. R.S. 17:436.1 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education), La. Admin. Code, Title 28, Part CXV, Section 1129, Bulletin 741, Louisiana Handbook for School Administrators.
6. Disposition of medication at the end of the school year - medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication not picked up will be destroyed by the principal or otherwise disposed of in accordance with the law.
7. La. R.S. 17:436.1 - Self-Administration of Medications and the associated regulations at Bulletin 741, Section 1129 allow a student with asthma to self-administer asthma medication or the use of auto-injectable epinephrine by a student at risk of anaphylaxis provided that the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:
- a. Written authorization for the student to carry and self-administer such prescribed medications.
  - b. Written certification from a licensed medical physician or other authorized prescriber that the student:
    - (1) Has asthma or is at risk of having anaphylaxis.

- (2) Has received instruction in the proper method of self-administration of the student's prescribed medication to treat asthma or anaphylaxis.
- c. A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or other legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:
- (1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - (2) The time or times the medications are to be regularly administered and under what additional circumstances the medications are to be administered.
  - (3) The length of time for which the medications are prescribed.
- d. Any other documentation required by the School Board:
- (1) The documentation required above shall be kept on file in the office of the school nurse or other designated school official.
  - (2) The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent of other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.
  - (3) For the purposes of this Sub-section :
    - (a) —Auto-injectable epinephrine| means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.
    - (b) —Inhaler| means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.
  - (4) A student who has been granted permission to self-administer medication shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both at all times.
  - (5) Permission for the self-administration of asthma medications or use of auto injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted each subsequent school year, provided all the requirements of this Subsection are fulfilled.
  - (6) Upon obtaining permission to self-administer asthma medication or to use auto injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity.
  - (7) A student who uses any medication permitted pursuant to this Subsection in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.
  - (8) Pursuant to Act 624 of 2012, as defined in La. R.S. 17:436.1(J)(4)(a) GEO Prep Mid City K-8 School does not have general use epinephrine available at the school.be under a standing. Parents are requested to notify the student's teacher and principal, in writing, in the event the student has an allergy or other condition which puts the student at risk of anaphylaxis. If the student is at risk of anaphylaxis, the parent must provide must provide an M.D. order for administration, parent consent form and the medication with pharmacy label.

### **COMMUNICABLE DISEASE CONTROL POLICY**

Current and satisfactory evidence of immunization (e.g., immunization records) is required for all students entering school for the first time (including kindergarten), for students transferring from another school system, and for all students entering the sixth grade. Such evidence shall be in compliance with the immunization schedules established by the Louisiana Legislature in La. R.S.

17:170 and 17:170.4, unless compliance is waived pursuant to statute. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the forms required by the Louisiana Department of Health and Hospitals to facilitate control of preventable communicable diseases.

In the event of an outbreak of a vaccine-preventable disease at school system facility, the GEO administration may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized student presents evidence of immunization.

If the student's physical condition indicates that the health of the student does not safely allow his/her continued attendance at school, the student will remain away from school until the student's physician and/or a physician of the Board's choice verifies that the student can safely return to the regular school environment.

Infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of the other students, employees, and the infected student can be taken. If the student's physician's and/or a physician of the Board's choice's statement indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child. The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made, employees who will have regular personal contact with the individual shall be informed of information as to the individual's medical condition. They also shall be informed of public health precautions which should be taken. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The determination of whether an infected student shall be permitted to remain in school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the Superintendent and appropriate staff.

## **STUDENTS WITH DIABETES**

For parents of a student with diabetes who seeks care for the student's diabetes while at school or while participating in a school related activity, the parents shall submit a diabetes management and treatment plan, which plan must be updated on an annual basis. Such plan shall be developed by a physician or other licensed health provider recognized by the Centers for Medicare and Medicaid services who is selected by the parent or guardian to be responsible for such student's diabetes treatment and a current copy of such plan shall be kept on file at the school in which the student is enrolled.

A student diabetes management and treatment plan shall contain:

- (1) an evaluation of the student's level of understanding of its conditions and its ability to manage his diabetes.
- (2) the diabetes related healthcare services the student may receive or self-administer at school or during a school related activity.
- (3) A timetable, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.
- (4) the signature of the student, the student's parents or legal guardian and the physician responsible for the student's diabetes treatment.

The school nurse shall provide care to the student with diabetes or assist the student with self-care of his or her diabetes, in accordance with the student's diabetes management and treatment plan on file with the school. If the school nurse is unavailable, an unlicensed

diabetes care assistant may provide care to a student with diabetes or assist a student with self-care of his or her diabetes. —unlicensed diabetes care assistant shall mean as such a school employee who volunteers and is trained in accordance with provisions of La. R.S. 17:436.3 (Act 858 of Regular Session 2012).

### **MONEY**

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used. In cases where money is lost or stolen, school personnel will not investigate.

### **PARENT RIGHTS TO STUDENT RECORDS**

Parents have the right to see all records that pertain to their individual student (under the age of 18). If you desire to view your child's records, contact the Registrar at the 225-236-9333. Student records may not leave the office area. You will be given a private area to view the records. By law, student records must be kept confidential and viewed only by school personnel dealing with the child directly. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

1. **Non-Custodial Parent Rights** - Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the Principal concerning any problems with custodial and non-custodial parents that would affect our school.
2. **Special Education** - Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and educational safeguards.

### **PARENT-TEACHER CONFERENCES**

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this goal. The teacher or the parent can initiate such a conference by calling for an appointment. Conferences can be held in person by phone or virtual. The dates for regularly scheduled conferences are noted on the school calendar. Parents are required to attend each of the four scheduled parent conferences throughout the year.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of situation that is causing your child to perform below par, please contact the proper person at school. Please contact the child's teacher first. If the problem is not resolved, then contact the Principal. We welcome the opportunity to talk with you about any of your concerns.

### **PARENT TEACHER ORGANIZATION – (PTO)**

All parents, foster parents, guardians, and teachers are encouraged to take an active part in school activities. One way to do so is to join the PTO and attend its meetings and special programs. Meetings will be scheduled regularly throughout the year, and programs are planned to offer entertainment, enlightenment, fundraising experiences and a chance for parents to get to know the school personnel and other parents and to provide volunteer service to the school.

**PARENT VISITATION & PARTICIPATION**

We will maintain an open-door policy for parents, who may come into the school at any time-after gaining office clearance- and enter any classroom for observation as long as there is no disruption. Please check in at the front office to be issued a visitor badge and to sign in. Visitors/Parents will be issued a Visitors badge upon presentation of a valid picture ID. Visitors/Parents must sign out upon leaving the building. Parents who would like to conference with their child’s teacher should make a scheduled appointment. Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at GEO Prep Academy. Background checks must be completed for any volunteer to work with students in our school at any time. The Louisiana Code requires that a limited criminal history check be on file in the school office for each volunteer, each year.

**SCHOOL BOARD**

School Board meetings will be announced, and parents/guardians are encouraged to attend whenever possible.

**SUSPICION OF ABUSE REPORTING POLICY**

Louisiana Law requires a person to immediately report suspected and reported child abuse to the authorities and in organizations such as GEO Prep Academy, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at GEO Prep Academy must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of the GEO Prep Charter School, the employee or volunteer shall immediately notify the principal. In the event of suspected, reported or discovered child abuse or neglect, the principal will also immediately make a report to the local child protection service or law enforcement agency.

**Primary Contacts**

- Christina Kelly, Principal: .....225-236-9333
- Kimberly Baker, K-2<sup>nd</sup> Associate Principal..... 225-236-9333
- India Turner, 3<sup>rd</sup> -5<sup>th</sup> Associate Principal .....225-236-9333
- Larry Minor, 6<sup>th</sup> -8<sup>th</sup> Associate Principal .....225-236-9333

At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

**STUDENT DELIVERIES**

Balloons, flowers, lunch, anything associated with birthdays etc. cannot be delivered during the school day. Lunch money, projects, etc., may be left with the receptionist for students to retrieve.

**SUMMER SCHOOL**



If funds are available, a summer remediation program will be provided during the month of June for all students in need of additional support if funding is available. The school will adhere to state mandates for remediation programs for tested grades.

### **TECHNOLOGY USE POLICY**

Use of technology is essential to the curriculum and learning at Geo Prep Academy. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school and home. Students are expected to follow and agree to the “Acceptable Use Policy” signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined below.

1. **Acceptable Use Policy** - Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. Millions of dollars have been invested in hardware and software in schools to prepare students for today and tomorrow’s world. It is important that students help protect the investment. In order to comply, the following rules are in effect:
  - a. It is a federal crime to unlawfully copy software; any student attempting to copy the school’s software and/or multi-media materials will be referred to the school’s administration and law enforcement for disciplinary consequences according to the student handbook for vandalism.
  - b. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
  - c. Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
  - d. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
  - e. Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as vandalism.
  - f. Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as theft.
2. **Consequences for misuse** -
  - a. First Offense: Changing computer configuration, deliberately accessing another student’s account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and student losing all computer privileges for a specified period of time outside of the usage necessary for the basic curriculum.
  - b. Repeat offenders and/or students who deliberately access pornographic materials from the Internet will lose all computer privileges and will be processed through expulsion procedures. Student will be immediately suspended out of school for any such infraction.

### **UNIFORM POLICY**

The dress code policy at GEO Prep Academy is essential for learning by removing unnecessary distractions. **Each family that accepts enrollment in the school also accepts the dress code as mandatory.** If there is a change in dress code for a field trip or special event, parents will be notified of the change prior to the day of the event. Otherwise, the dress code must be followed at all times.

We rely on our parents to help reinforce our uniform policy. The following guidelines for our uniform policy will be strictly enforced beginning **the first day of school**. Our uniform attire may be purchased from “**Uniform Mart**” on **Airline Hwy**.

### **K-5:**

School uniforms must be a red collared shirt with the school's logo (preferred) and a pair of navy blue pants or a navy blue skirt or jumper. No sweatshirts/with or without hoods. Small earrings are permitted for girls only. Spirit shirts may be worn on Friday's by scholars who exhibit good behavior during the school week.

### **BOTTOMS:**

- All students must wear **Navy** pants/slacks, with no embellishments/designs (No jean material will be allowed)
  - No shoes or tennis shoes with flashing lights are allowed.
- Socks must be solid **BLACK** or **WHITE**, with no color combinations allowed
- Males must wear a black or brown belt
- Girls if they so choose must wear a black or brown belt
  - Shoes must be closed toe and either with a back or strap. (No sandals or flip flops)

### **Grades 6-8:**

**Standard uniform khaki** pants, capris or shorts not more than 3" above the knee must be worn. (**NO** tight fitting/stretch pants type pants such as jeans, biking shorts, sweatpants, wind suits, flair pants, or overalls; **no skorts, skirts or jumpers.**) Small earrings are permitted for girls only. **CARGO PANTS, PANTS WITH EXTRA POCKETS, LARGE POCKETS ARE PROHIBITED.** (NOTE: Dark to medium khaki only).

**Students are not allowed to tuck pant legs into socks or shoes.**

A traditional collared, no more than **\*\*4** buttons, navy blue shirt/blouse with **no visible logo** other than the school's logo must be worn. Jackets and sweaters are navy. No sweatshirts/with or without hoods. Belts must be worn, and belt buckles should be no larger than 2 inches by 2 inches (Black, brown or Blue). Spirit shirts may be worn on Friday's by scholars who exhibit good behavior during the school week.

ID badges must be worn in the middle grades and must be visible around the neck at all times with the school lanyard. For student safety, lanyards will not be worn as chokers. Chains of any forms may not be used to secure a student's ID. Dress code violations will be issued to students not wearing proper ID.

***Students may not embellish themselves with tattoos or a variety of hair colors including red, purple, green, orange or yellow.***

## **SCHOOL BUSES**

School Buses are an extension of the school.

***GEO PREP MID-CITY K-8 SCHOOL DOES NOT ALLOW LOITERING AT THE BUS LOADING ZONE IN THE MORNINGS OR AFTERNOON. THIS ACTION WILL RESULT IN AN AUTOMATIC BEHAVIOR CLINIC.***

Behavior on the school bus must conform to the standards set by the driver and the GEO Prep School System. A student whose behavior creates a problem for the driver and other students and is reported to

the office will be subject to temporary suspension of riding privileges for a period ranging from THREE DAYS to ONE SCHOOL YEAR. Continued disruption may result in an indefinite suspension/expulsion of riding privileges.

***FIGHTING OR VANDALISM ON THE BUS WILL RESULT IN IMMEDIATE SUSPENSION FROM THE BUS AND POSSIBLE SUSPENSION OR EXPULSION FROM SCHOOL.***

In the event a bus breaks down before picking up students in the morning, students are to remain at their bus stop (or home in case of bad weather) until another bus picks them up for school. It is the goal of GEO Prep Mid-City's Administrative Team to ensure that all students will be picked up each day.

Regular bus riders must bring a note signed by the parent to the office on days that they are being picked up by a parent or a parent's designee. ***Bus riders are not allowed to walk home.***

**Students who are walkers or bike riders must have a written note from their parent(s) stating they are allowed to walk/ride to and from school. This note will be kept on file at the school.**

**PLEASE NOTE AND REGARD THE FOLLOWING STATEMENT:**

Permission WILL NOT be granted for a student to ride any bus other than the one to which they have been assigned except where extenuating circumstances exist. In such cases prior (two days in advance) approval by the principal is required. "Going home with a friend", even for schoolwork, is not an extenuating circumstance. Any change in bus assignment must be approved and may take up to two weeks to complete.

***PARTICIPATION AT SOCIAL, ATHLETIC, EXTRA CURRICULAR FUNCTIONS in GRADES***

A student must be in school and attend 5 complete periods, INCLUDING THE FIFTH (5<sup>th</sup>) PERIOD, on the day of an after-school function to be eligible to participate. If the student wishes to participate in a weekend school activity, the student must have attended school on the previous Friday.

Students who have been suspended from school **ARE NOT ALLOWED TO ATTEND ANY SCHOOL SPONSORED EVENT DURING THE**

**COURSE OF THE SUSPENSION.** This includes but is not limited to all events on campus or away for members of: athletic teams, manager or supporter; band, choir, drama, BETA, Disney, all club activities.

**\*\*Students, who do not have a valid GEO Prep Mid-City Middle School Photo ID, will not be allowed to purchase a ticket to attend social, athletic, or extracurricular functions (dances, games, etc.).**

*\*\*Excessive referrals for discipline problems and/or a suspension will negate the possibility of attendance at social functions for a 9-week period as designated by the principal.*

Special activities such as field trips or field days may have additional stipulations for participation.

## ***ATHLETICS in GRADES 5-8***

Student athletes are first and foremost students and then they are athletes. Their primary responsibilities as students are to attend class, do the work assigned and follow all class and school rules. As athletes, the students must meet the eligibility requirements, which is an overall GPA of 2.0 for the 2020-2021 school year. They must also fulfill their student obligations or forfeit the right to participate in athletics. GEO Prep Mid-City School Cheerleaders have a constitution by which their organization abides.

Student athletes who have poor grades on their progress report will be placed on academic probation. He/she will not be released from any class in which he/she is failing in order to attend an athletic event.

***If the student has an F in two or more classes on the subsequent report card, he/she will not be allowed to continue on the team that season.***

A **student athlete who is suspended** from school is prohibited from participating in **OR** attending any athletic event including practice until the suspension has been completed and the student is cleared through the administrative team. Students assigned to RTI **or** Behavior Clinic are prohibited from participating or attending as a player or an observer in any athletic event for that day.

Students, who make a commitment to be a team member and then decide not to honor that commitment, may be denied the right to be considered for a position on any other athletic team during the course of the school year.

Due to our security policy and strict penalties *“Only GEO PREP School System employees will be allowed to serve as volunteer coaches in any middle school event. No parent volunteer can be used as a volunteer coach. If this rule is violated, the school will be fined and/or suspended from competition.”* In order to eliminate the possibility of these violations

and for the security of our athletes and employees, **parents' presence at practice is prohibited.** Parents, friends and family members are encouraged to attend the athletic events, sitting in the fan section. At no time should a parent approach the team area or bench area during an athletic competition. This would create a distraction and an unsafe situation for our players and/or coaches.

### **STUDENTS PICKED UP BY PARENTS/CARPOOL**

Students must be picked up *within 15 minutes* of dismissal of school or any school activity or function. **There is NO adult supervision to ensure your child's safety after 3:45 PM.** If your child remains on the school campus **after 3:45 PM**, without authorization from GEO Prep Mid-City K-8 School staff, your child will not be allowed to attend any after school/extra-curricular activities including but not limited to: athletic events, dances, practices, programs, concerts, or tutoring. Administrative consequences will/may include verbal warning, RTI, SPC (suspension pending parent conference) and possible suspension from school.

*Students who are not picked up within 30 minutes after the conclusion of a function will be referred to the administration. The students are at risk of losing the privilege of attending other after school activities for the remainder of the semester. Students picked up 45 minutes after the conclusion of a function will lose the privilege of attending other after school activities for the remainder of the school year.*

Students participating in athletics will abide by written guidelines established by the athletic department.

**GEO PREP MID-CITY DOES NOT ALLOW LOITERING AT THE BUS LOADING ZONE IN THE MORNINGS OR AFTERNOON. THIS ACTION WILL RESULT IN AN AUTOMATIC SUSPENSION OR DETENTION.**

Parent Volunteers

Parents are encouraged to volunteer in their **child's classroom** or at sporting event by committing to the GEO Prep Mid City guidelines for volunteers. Applications to serve as a volunteer may be picked up in the main office. Please volunteer.

GEO Prep Mid-City K-8 School

## **Parental Involvement Policy**

### **2020-2021**

Geo Prep Mid-City K-8 School recognizes that \*parents are their children's first teachers and that parent's function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of Geo Prep Mid-City K-8 *School* is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The GEO Prep School System supports having a PTO (Parent Teacher Organization) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At *GEO Prep Mid-City K-8 School* we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire *GEO Prep Mid-City K-8 School* community.

In order to build an effective, home-school partnership, *GEO Prep Mid-City K-8 School* will provide the following:

- **Communication**—Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.
- **Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.
- **Student Learning at Home**—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.
- **Volunteering**—Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.
- **School Decision & Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.
- **Collaborating with the Community** – Identify, enlist and welcome community resources—of all types— to strengthen schools, families, and student learning.

Geo Prep Mid-City K-8 *School* is committed to reaching out to all parents, including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children

## Parental/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video tape taken of my child by the GEO Prep Mid-City Middle School or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the GEO Prep School System in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the GEO Prep School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time representatives of the news media are invited to campus to cover events at our school. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

Yes, I allow my child/children to be identified in any good news district or school publication.

No, I do not want my child/children identified in any good news district or school publication.

### **PLEASE PRINT**

Student's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State/Zip:

Signature: \_\_\_\_\_

\_\_\_\_\_

### **Parent or Guardian if above person is under 18:**

Parent/Guardian's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State/Zip:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL COMPACT**  
**2020-2021**

**School Responsibilities**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
  - a. Provide concentrated instructional strategies based on data analysis
  - b. Provide collaboration among teachers, parents, leadership teams and the community
  - c. Use research based instructional and assessment strategies
  - d. Progress monitor student progress on a weekly basis
  - e. Provide tiered instruction at core, strategic and intensive levels
  
- Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:
  - a. Provided opportunities for parent conferences during teacher planning periods
  - b. Provide mid nine weeks Progress Reports and nine weeks Report Cards
  
- Host parental involvement activities regularly throughout the school year to increase parental involvement.
  - a. Host a Meet and Greet to get acquainted with parents and students
  - b. Host monthly special events related to monthly holidays designed for parents (Thanksgiving and Christmas luncheons, Family Literacy and Family Math)
  
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - a. Provide scheduled meetings
  - b. Provide teacher email addresses to parents
  
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
  - a. Provide opportunities through monthly parental involvement special events
  - b. Provide opportunities for classroom assistance
  - c. Involve parents in reviewing the Parent Compacts
  - d. Involve parents in the development of the school-wide plan
  - e. Involve parents in the school carnival and other special events
  - f. Provide a semi-open access to classroom observation
  - g. Provide opportunities for student shadowing in classrooms

**Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

- Set high academic expectations for my child
- Monitoring attendance
- Making sure that homework is completed
- Volunteering in my child’s classroom
- Participating, as appropriate, in decisions relating to my children’s education
- Promoting positive use of my child’s extracurricular time
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate

**Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, I will:

- Set high academic expectations for myself
- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day
- Conduct myself in an orderly manner each day

\_\_\_\_\_

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Associate Principal                      Date                      Parent(s)                      Date                      Student                      Date



\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_



Dear Parents,

Geo Prep Mid-City offers free extended day. Extended Day morning starts at 6:30 a.m. Extended day evening ends at 5:00 p.m. To participate in the extended day program, you're agreeing to have your child/children stay for tutoring until 5:00 PM. Checkouts before 5:00 PM are only allowed for emergencies.

If you are interested in your scholar participating, please complete the information requested below and submit the form to the school office.

Date \_\_\_\_\_

Scholar's Name \_\_\_\_\_

Morning

Evening

Homeroom Teacher/Grade \_\_\_\_\_

Date you would like your scholar to start \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

Emergency Contact Name/Number(s) \_\_\_\_\_

Persons that may pick up my scholar  
(Any persons picking up scholars must provide state identification)

Any Medical Conditions:                      Yes or No

**Teacher/Student/Parent Commitment to Policy and Procedures Form**

**Please detach and return to your child's teacher.**

**I have read the 2020-2021 GEO Prep Mid-City K-8 School Handbook which includes Teacher/Student/Parent Compact and Parental Involvement Policy. I will support and adhere to all information included in the Handbook.**

**Teacher's Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

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<b>Print Student's Full Name</b>	<b>Student Signature</b>	<b>Date</b>
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<b>Print Parent/Guardian's Full Name</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
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<b>Teacher</b>	<b>Grade</b>	<b>Teacher Signature</b>	<b>Date</b>
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<b>Associate Principal</b>	<b>Date</b>
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**Staff and Parents who supported the review and revisions to the 2020-2021 GEO Prep Mid City Student and Family Handbook.**

Name	Position